

Memorandum



TO: Distribution List

FROM: Bryan Tippie, Budget Director

DATE: June 20, 2003

Re: Minutes of the June 19, 2003 Finance Committee Meeting

Committee Members present: Ray Graham and Ms. McCamy

The Finance Committee met on June 19, 2003, at 6:30 p.m. in the 4th Floor Conference Room of the Court and Office Building. This document reflects the official minutes of that meeting.

County Treasurer's Report: The Treasurer's Report was available for the Finance Committee's consideration.

County Attorney's Report: The County Attorney's Report was available for the Finance Committee's consideration.

Consent Agenda

Supplemental Appropriations:

The following supplemental appropriations were approved for forwarding to the Board of Supervisors for their consideration unless otherwise noted.

FY 2003

- 1. Fire and Emergency Services - \$18,778**
 - a. \$15,278 from Federal Emergency Management Program Grant (FEMPG) for enhancement to the ongoing emergency operations planning program was approved for appropriation.
 - b. \$3,500 in Fire and Emergency Services Capital Improvements Program (CIP) funds were approved for appropriation to the Fire and Emergency Services Fund for costs expended from that fund.
- 2. Warrenton-Fauquier Joint Communications Center (WFJCC)- \$4,264**

\$4,264 previously appropriated to the CIP for a generator conversion was approved to be returned to the WFJCC budget. The project was cancelled.
- 3. Budget Office - \$5,000**

\$5,000 was approved to be added to the existing \$30,000 in the CIP for the Financial Impact Model. Costs were based on the contract. Funding will come from a transfer from the Budget Office.
- 4. General Services - \$20,054**

\$20,054 was approved for appropriation from Federal Emergency Management Agency (FEMA) for costs related to the February snow removal.

5. SPCA (Non-Departmental) - \$2,130

\$2,130 from State funds was approved for appropriation to the SPCA from the Commonwealth of Virginia sale of Animal Friendly license plates.

Regular Agenda

Supplemental Appropriations:

FY 2004

1. Sheriff's Office - \$15,516

\$15,516 was approved for appropriation from the Contingency Reserve for the Regional Jail based on a request to increase staffing.

A representative from the Regional Jail also addressed an additional funding request that will be presented to the Finance Committee in the near future. This request would include funding for construction of an additional containment pod, staffing and other related operational costs of approximately \$500,000. After a brief discussion, the Finance Committee indicated additional meetings on this issue would be required including a possible visit to the regional jail.

FY 2003

2. Parks and Recreation (P&R) – \$32,000

\$32,000 was approved for appropriation from the Contingency Reserve to support a pump station and connection to a WSA sewer line for the Lake Brittle Park. The \$32,000 represents 12.7% of the total costs. The difference will be funded by the State.

Transfers:

Fire and Emergency Services - \$19,650

\$19,650 was approved for transfer from the Catlett CIP Fire Station Repair line to the Catlett CIP Machinery and Equipment budget line.

Finance:

Health Insurance – Janice Bourne, Finance Director, provided the monthly health insurance report. The costs for the year through May is \$8.1 million. Total expenditures are 24.7% above the same time last year. Expenditures for May were approximately \$847,600.

Cedar Lee Performing Arts Center/Private Partnership Fund – Janice Bourne also briefed on the Cedar Lee Performing Arts Center/Private Partnership Fund which; (1) is a separate bank account and outside the control of the County Treasurer, (2) account consists of donations raised to build the Cedar Lee Performing Arts Center, (3) account does not go through any County Procurement mandates, (4) County Auditors recommend the bank account be moved in-house as a liability on

the balance sheet in the Treasurers fund in order to provide County oversight on this account.

After some discussion this issue was tabled pending further determination of facts fund from the group that actually has oversight responsibility for the fund.

Budget Office:

Bryan Tippie, Budget Director, discussed the following issues:

1. Textbook Fund –
 - (a) The School Division submitted two resolutions approved by the School Board for consideration by the Finance Committee.
 - (1) To establish a textbook fund and,
 - (2) To amend the resolution on year end carryover to allow textbook funding to be taken out prior to the 50/50 split for the Construction Reserve.
 - (b) After a general discussion including input from School Division staff and a School Board member, it was agreed that an account separate from the school operating budget should be maintained for textbook purchases. The specifics of how this is best accomplished would be worked out between the Budget and Finance Departments in consultation with School staff.
 - (c) In regard to the issue of funding textbooks with year end funds prior to the 50/50 split, it was recommended that the School Division consider budgeting for the textbooks during the normal budget process. It was suggested that to fund the textbooks, the Schools could consider using historical projected breakage (the difference between budgeted salary and actual costs) to support textbooks.
2. Use of Economic Operating Fund. The Finance Committee was briefed on the current status of this action.
3. Revenue Report. It was reported that current revenue projections for FY 2003 indicate that by year end close out, revenue is projected to be approximately \$1 million over the amended budget amount.